

nbs library



handbook
for
nbs
staff

NBS LIBRARY
HANDBOOK FOR NBS STAFF

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conjunction with the Library staff.
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U.S. Department of Commerce
National Bureau of Standards
Washington, D.C. 20234

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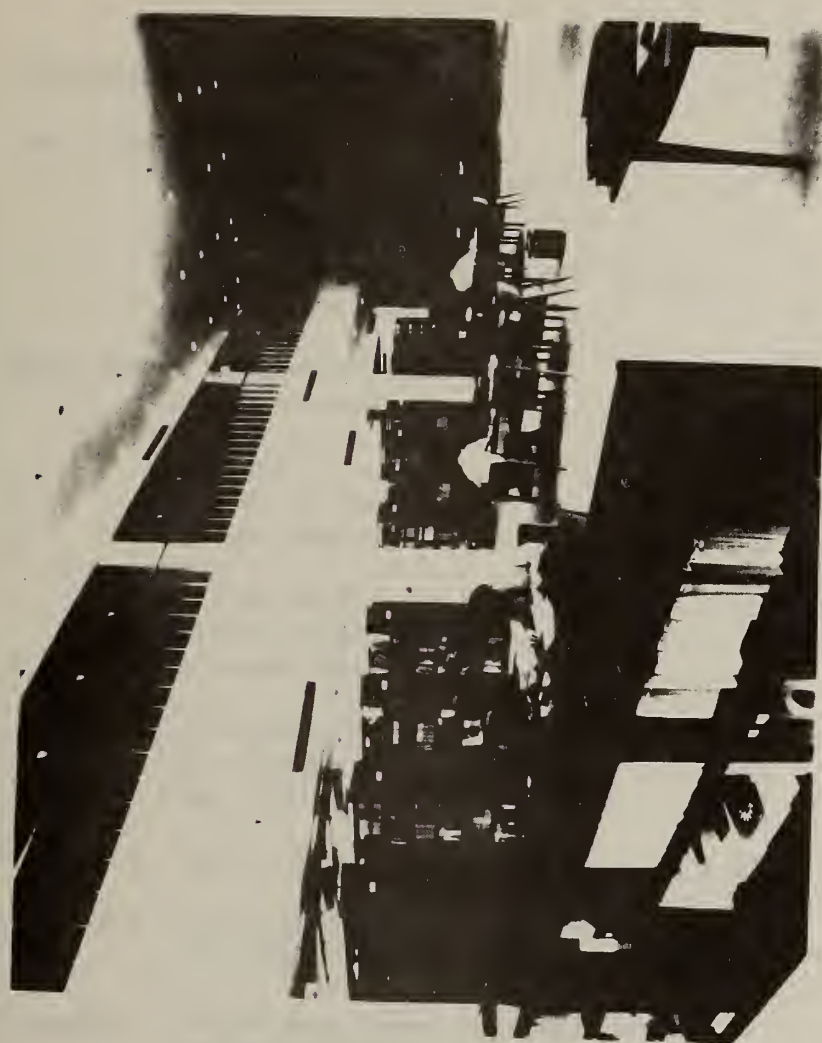


Figure 1. Main Reading Room

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Figure 2. Book Stacks

Introduction

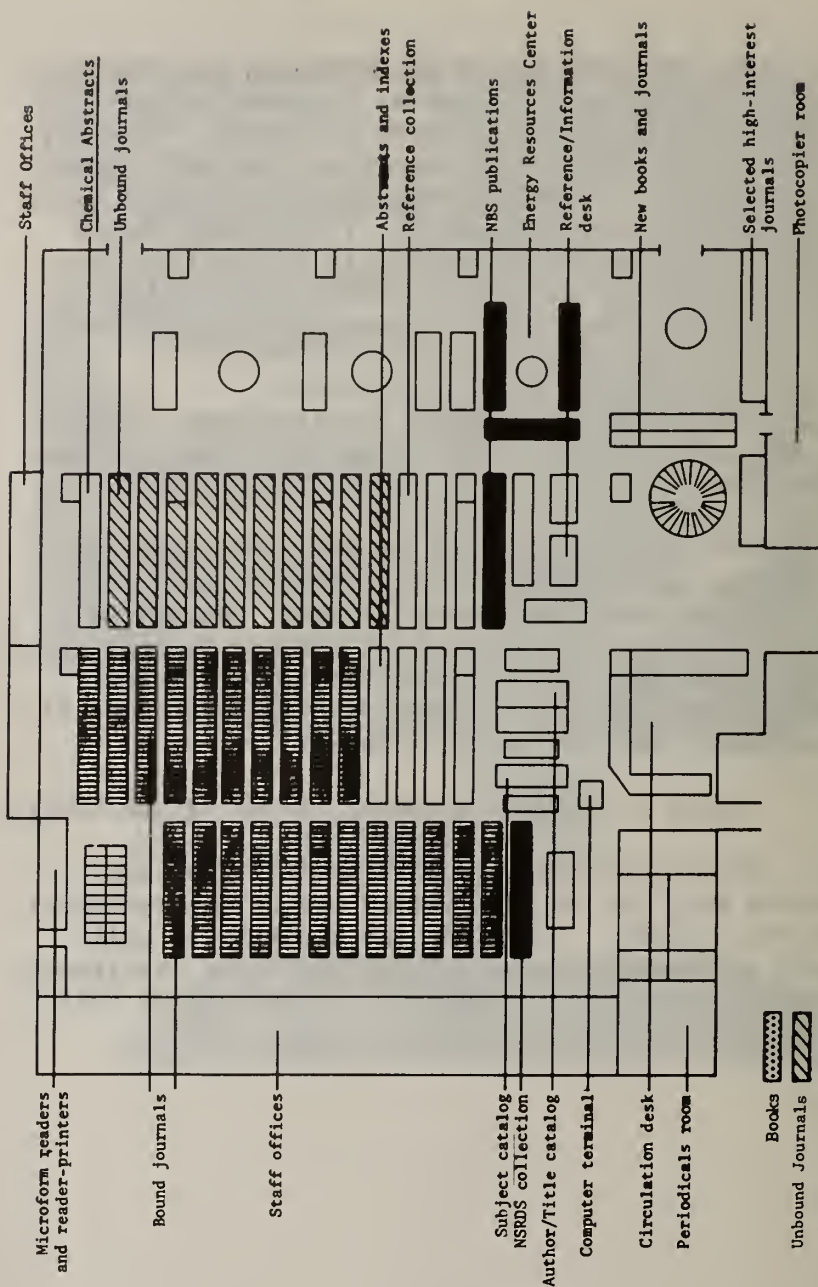
The National Bureau of Standards was founded in 1901 by an Act of Congress to serve as the nation's physical measurement laboratory. Because currency of information is critical to ongoing research, it is essential that there be a solid technical information support facility. The Library exists to provide this technical information base by serving as a source for both current and retrospective literature in the fields of activity of NBS.

Currently, the Library contains over 150,000 books and bound journals. Over 2,500 journals are received.

The areas of research at NBS are constantly changing and the scope of the Library collection shifts to accommodate these changes. While the core of the collection remains chemistry, engineering, mathematics and physics, other areas are being developed such as interdisciplinary areas of technology and the social sciences.

Figure 3 provides a master layout of the Library.

The information provided in this Handbook should help you to make better use of the resources of the Library. Please do not hesitate to call upon any member of the Library staff for assistance. Suggestions for improvements or constructive criticism are always welcome.



Main Floor

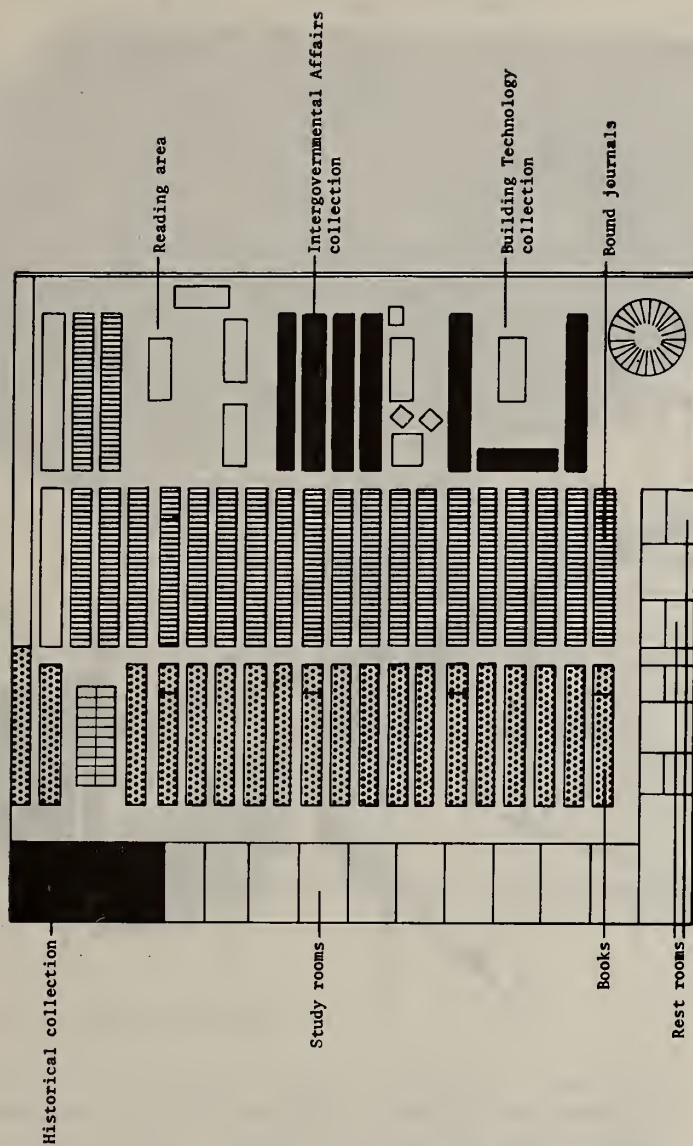




Figure 4. How to Find It...

Part I. Library Services

1. NBS Library in Brief

Who Can Help You?

The Library staff are there to help you. From 8:30 a.m. to 5:00 p.m. a reference librarian is available at the Reference/Information desk. From 8:30 a.m. to 5:30 p.m. a circulation attendant is available at the Circulation desk. Figure 5 locates these desks.

The reference staff can assist you with general questions of all kinds, compilations of bibliographies, translations of articles. Reference services are described in more detail in chapter 3.

The circulation staff can assist you in borrowing materials, physically locating materials, and in the mechanical operation of the copiers, microform readers, and reader-printers. Circulation services are described in more detail in chapter 4.

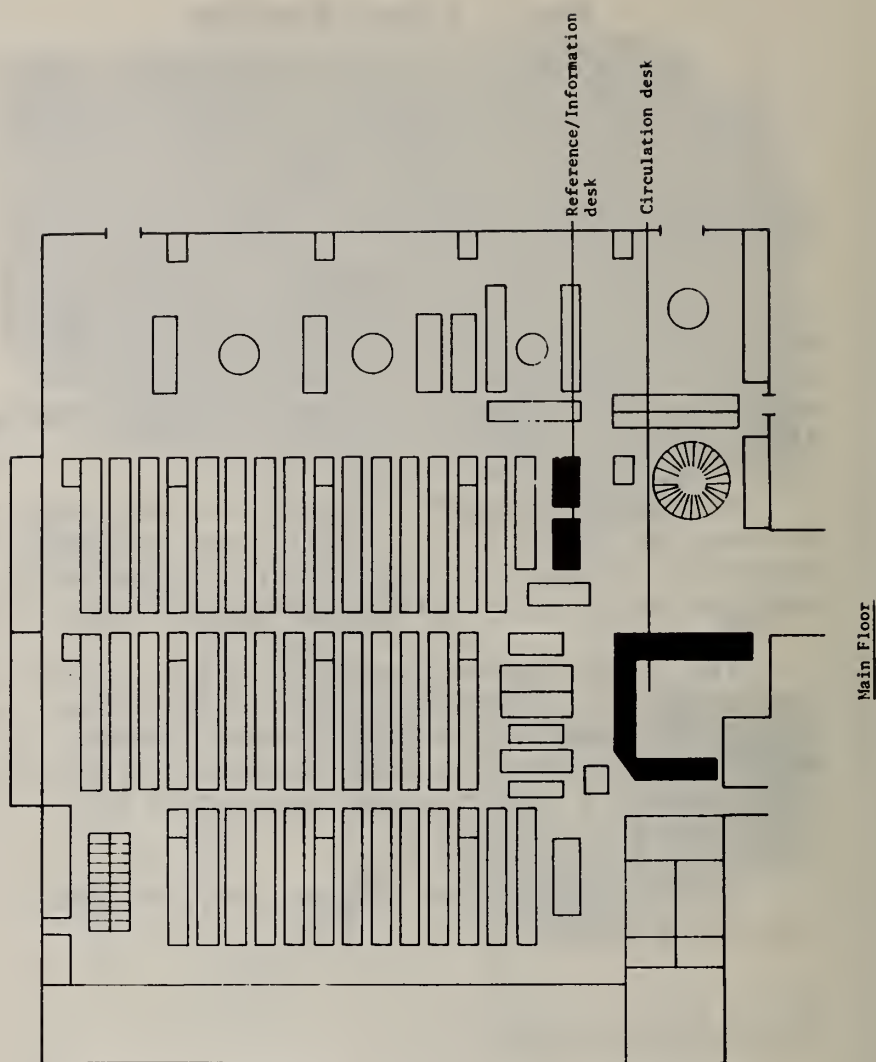
A listing of Library services and personnel appears in Appendix A.

What's in the Library?

The Library collections provide a source of information for NBS staff to use in performing their work. Most Library materials are in the fields of physics, chemistry, mathematics, engineering, and related technologies.

Books and journals comprise the major components of the Library collection. In addition, there are six special collections. They are:

Fig. 5. Circulation and Reference/Information Desks



Building Technology, Energy, Historical, Intergovernmental Affairs (IGA), NBS publications, and the National Standard Reference Data Service (NSRDS). These collections are described in chapter 2.

How Do You Find a Specific Item?

Access to the NBS collections is primarily through the card catalog and reference services. The card catalog is an alphabetical listing of the materials in the Library by author, title, and subject. The NBS Library catalog is divided into two parts. Authors and titles are arranged in one alphabet, while subjects are in a separate alphabet. Most materials in the Library are organized on the shelves by call number, which is located in the left-hand margin of each card. Chapter 3 explains the use of the card catalog.

If you have difficulty with the card catalog, ask a reference librarian for help. In addition to assistance with the catalog, the reference staff can provide several other ways to access the collection. For example, the reference collection, abstracts and indexes, and online searches of data bases all can be of help. For more information on reference services, see chapter 3.

How Can You Use It?

Once you have located the information you need, you have several options:

1. You can read it in the Library. There are reading areas on the main and mezzanine floors. Private study rooms are available and may be requested at the Reference/Information desk.

2. You can borrow it. Most Library materials may be borrowed. You must fill out a charge slip for each item borrowed. The circulation attend-

ant will assist you in charging out materials. For more information on charging out Library materials, see chapter 4.

3. You can copy it. Copiers are available on the main floor. Microform reader-printers are also located on the main floor (see Fig. 3 for location). The Copyright Revision Act of 1976 (P.L. 94-553, Title 17 U.S. Code) allows you to make a single copy of journal articles or portions of books for research use.

4. You can request it. When you are unable to locate an item on the shelves, fill out a Book Request form, located at the Circulation desk. Using the form, the circulation staff will help you look for the item. Someone else may have already borrowed what you want. If so, the circulation staff will ask the borrower to return the material to the Library. You will be notified as soon as the material is available.

5. You can borrow it on interlibrary loan. If the Library does not own the material you need, the staff can usually borrow it from another library on interlibrary loan. To initiate an interlibrary loan, fill out a Book Request form; check the interlibrary loan box. For more information on interlibrary loans, see chapter 4.

6. You can recommend it for purchase. Forms for recommending additions to the NBS Library are located at the Circulation desk and on the back cover of Library '[date]: A Bulletin of NBS Library Notes and Acquisitions, which is distributed monthly. For more information on acquisitions, see chapter 4.

Part II. Library Structure and Resources

2. The Collections

The Main Library collection is organized by type of material: books; bound, unbound, and selected high-interest journals; and special collections.

Books

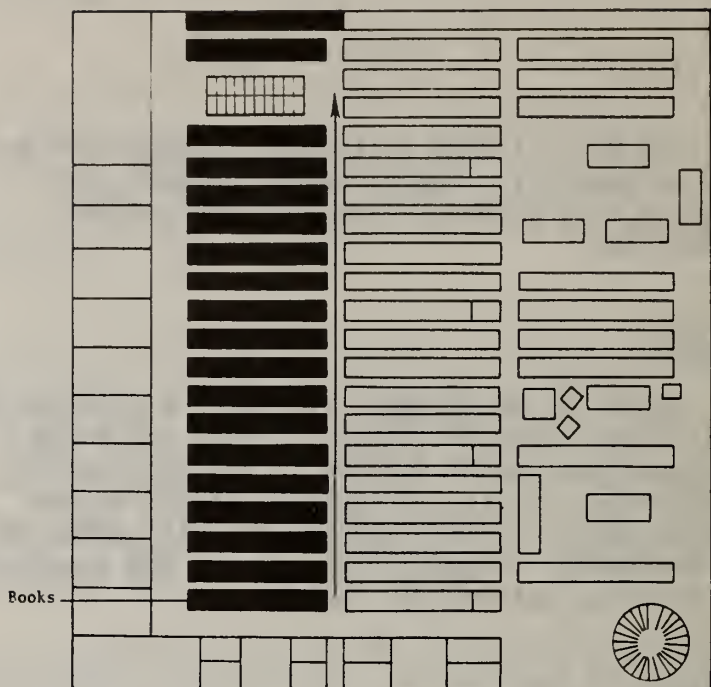
Books, or monographs, represent a relatively small part of the NBS Library. They are fully cataloged and can be located in the card catalog under author, title, or subject. Books in the general collection are shelved by call number on the mezzanine. Figure 6 illustrates the location and shelving pattern for books.

Journals

Journals represent the greatest part of the NBS Library's resources. Journals are frequently referred to as serials, a term used for materials that are issued consecutively for an indefinite period of time. Serials is a broader term than journals and often includes annual and irregular publications in addition to journals. Serials in the NBS Library are divided into three major groupings: bound journals, unbound journals, and selected high-interest journals. Figure 8 provides the location and shelving pattern for journals.

A journal title may be located in two groupings. Bound issues are shelved by call number; unbound issues are shelved by title in either the unbound journal collection or the selected high-

Fig. 6. Location and Shelving Pattern for Books



Mezzanine



Figure 7. Journal Stacks

Fig. 8. Location and Shelving Pattern for Journal Collections

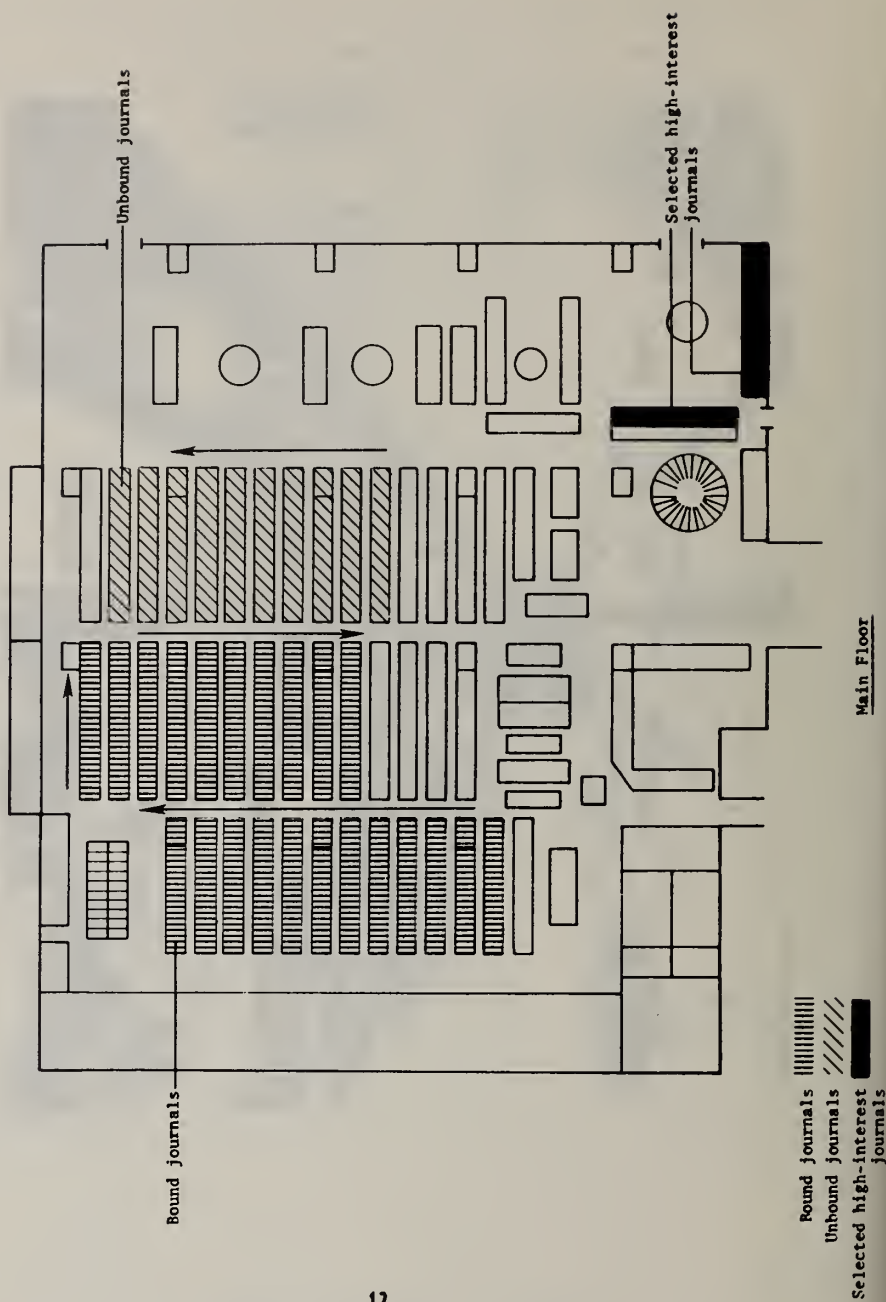


Fig. 8. (cont.)

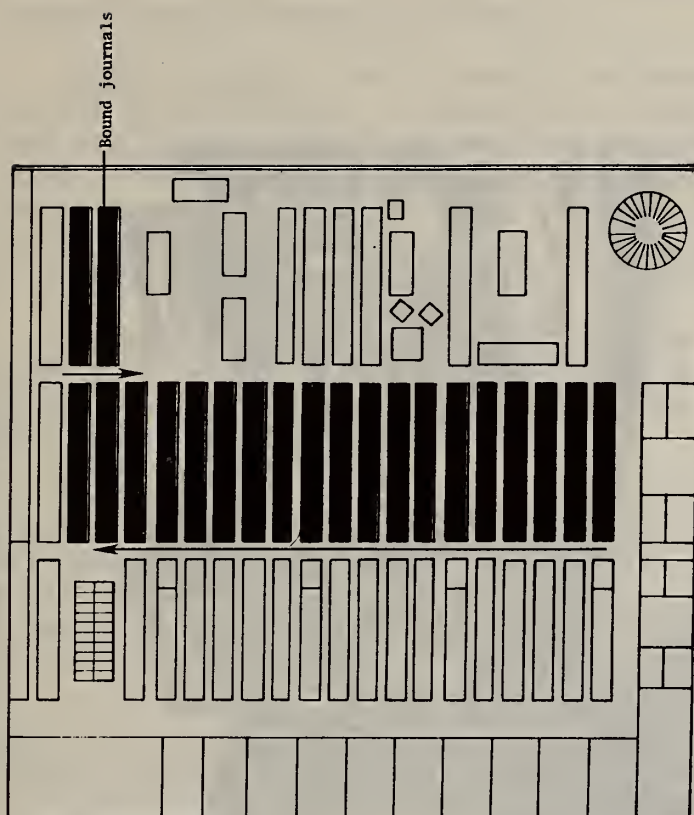




Figure 9. Energy Resources Center

interest journal collection. Ways of locating journals are discussed in chapter 3.

Bound Journals. Bound journals represent the largest serials group. Arranged by call number, they are located on both the main and mezzanine floors. Generally, journal issues in the bound journals section are at least two years old. Annual and irregular publications are shelved in the bound journals section as they are received.

Unbound Journals. Unbound journals are arranged alphabetically by the title that appears on the journal itself. They are located on the main floor (see Fig. 8).

Selected High-Interest Journals. Certain journals have been chosen from the unbound journals group because of their high interest to Bureau staff. Arranged by title, they are located for convenient use near the photocopier room on the main floor.

Special Collections

The Library has six special collections. The special collection benefits the user by grouping interdisciplinary materials in one place and by having an assigned resource librarian who can assist in the use of the collection. The special collections are:

1. Building Technology
2. Energy
3. Historical
4. Intergovernmental Affairs (IGA)
5. NBS publications
6. National Standard Reference Data Service (NSRDS)

Figure 10 locates these collections in the Library.

Fig. 10. Special Collections

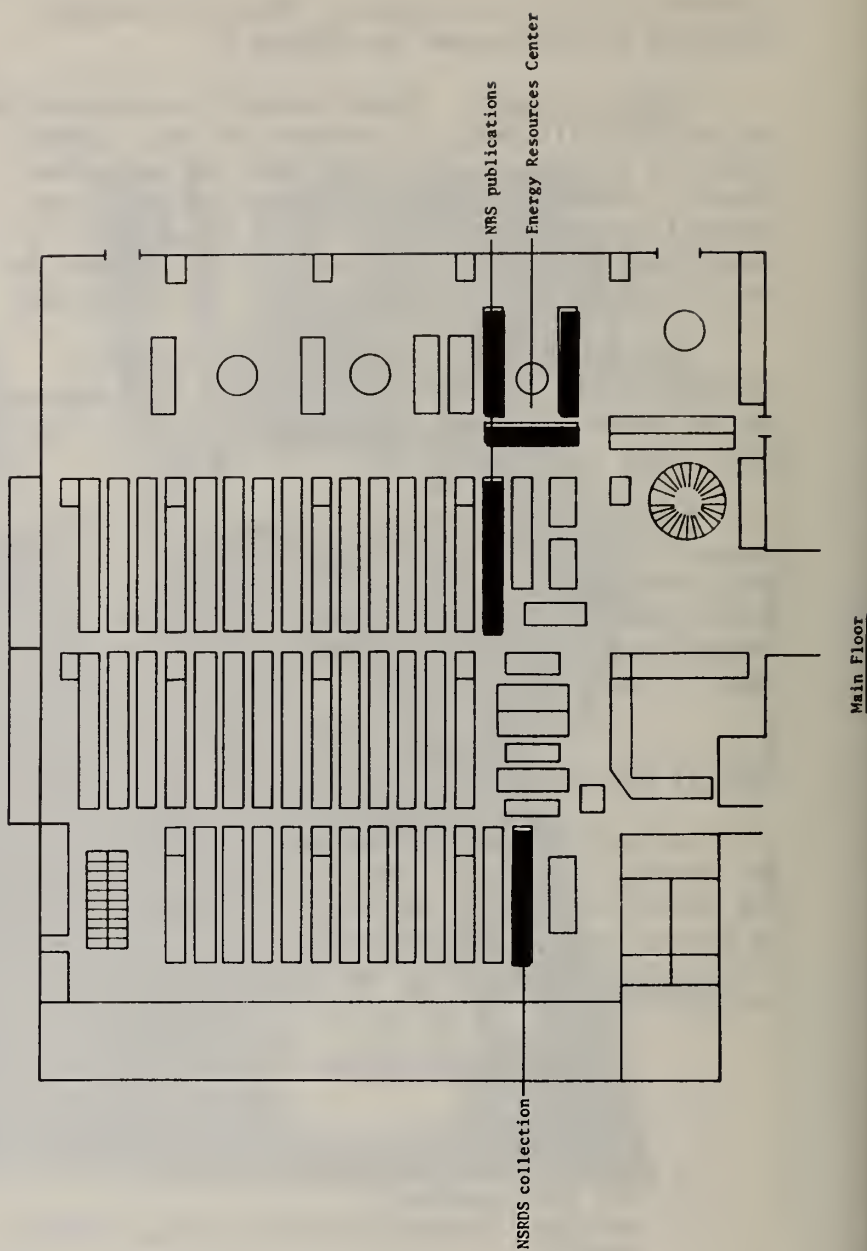
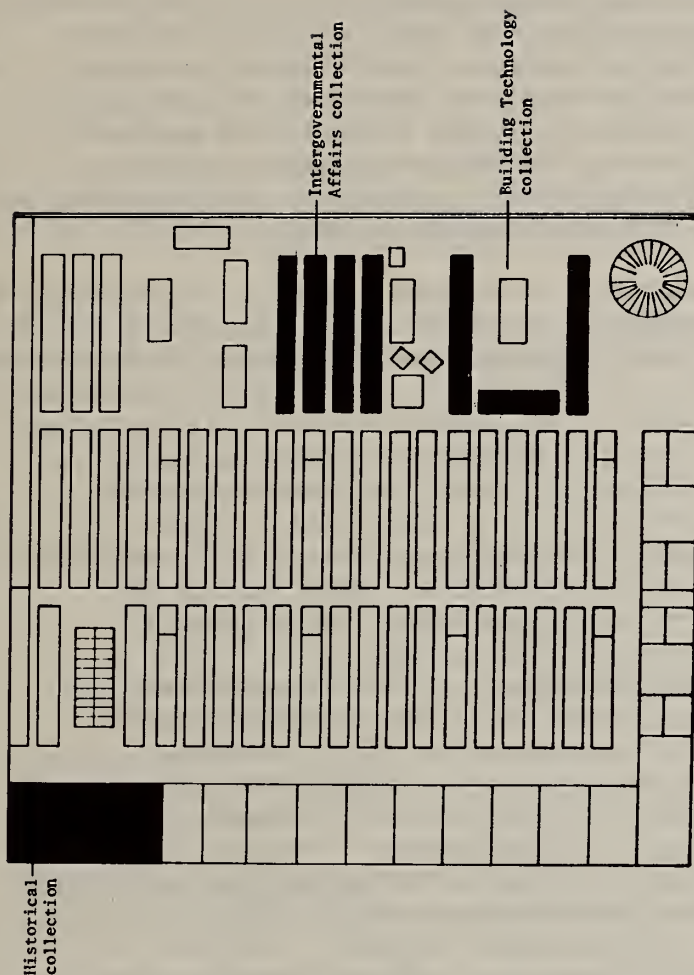


Fig. 10. (cont.)



Building Technology Collection. The Building Technology collection, begun in July 1977, was requested by the Center for Building Technology. The collection has been developed to support the research function of the Center. The scope of the Collection formally encompasses the technical aspects of building science, and include the economic and design areas as well.

Monographs and journals in this collection are fully cataloged. Catalog cards are covered with a plastic overlay printed with the words "Building Technology Collection" or "Build. Tech." to indicate location. All reports on building technology supported by the federal government and submitted to the National Technical Information Service (NTIS) are obtained on microfiche. These are filed by the NTIS accession number in the microfiche cabinet in the collection. NTIS reports are indexed by Weekly Government Announcements.

Technical reports, annual reports, and reports of research of foreign building agencies in this collection are not fully cataloged. Building agencies represented include such agencies as the National Research Council of Canada, Swedish Council for Building Research, Building Research Establishment of Great Britain and Australia CSIRO Division of Building Research.

If you need assistance using this collection, ask for the staff specialist at the Reference/Information desk.

Energy Collection. The Energy collection was started in 1975 as a joint project of the Library and the Center for Building Technology. It includes monographs, serials, reports, and microfiche dealing primarily with energy sources that can be utilized effectively by small housing units, conservation of energy, waste conversion, and conversion of energy.

Most materials in the collection receive regular cataloging. The catalog cards are covered with the words "Energy Collection" to indicate location. All reports of energy research supported by the federal government and submitted to NTIS are obtained on microfiche. These reports are filed by the NTIS accession number in the microfiche cabinet in the collection. NTIS reports are indexed in Weekly Government Announcements.

The Energy collection is used by both NBS staff and local research and development firms. Examples of questions that are answered with this collection are:

1. Do you have any directories listing solar companies?
2. What is the projected residential energy consumption to the year 2000?
3. Do you have any material on the design of a community taking into consideration energy conservation?

If you need assistance using this collection, ask at the Reference/Information desk.

Historical Collection. The Historical collection, housed in specially equipped rooms to the rear of the mezzanine, contains approximately 1,200 items concerned primarily with metrology and the development of national and international standards. The purpose of the collection is to preserve pre-1900 material, including one 1533 book, and to serve as a depository for NBS archival material of certain types.

Bound materials in this collection receive regular cataloging. The catalog cards are covered with a plastic overlay printed with the words "Special Historical Collection" to indicate location. Archival materials are indexed in a

notebook entitled "Historical Collection Documents," kept with the special collection.

Questions on biographical material of previous, prominent NBS staff members or former organizational structures can often be answered by referring to this collection. For information on its use, inquire at the Reference/Information desk.

Intergovernmental Affairs Collection (IGA). The Intergovernmental Affairs (IGA) collection, begun in 1977, serves as a source of legal authority for the work of the Office of the Legal Advisor and other organizational units requiring access to the law. It also provides information about the work of Congress, regulatory and administrative actions relevant to NBS activities, and state and local governmental activities.

The collection is housed on the mezzanine and is cataloged. Catalog cards are covered with a plastic overlay printed with the words "Intergovernmental Affairs" or "IGA" to indicate location. All publications of the U.S. Congress from 1977 forward are received in microfiche and stored in a cabinet in the IGA area. Also available on microform are earlier years of the Congressional Record, Federal Register, and Code of Federal Regulations.

Examples of questions answered by this collection include:

1. What is the Communications Act of 1934?
2. Where is there some background material on the intent of Congress in passing the Climate Control Act of 1978?

Ask at the Reference/Information desk for assistance in using this collection.

NBS Publications. All regular serial publications of the Bureau are gathered together here to serve as a single reference point for works of NBS. Some materials in this collection are fully cataloged. However, there is no plastic overlay to indicate location. One set is located immediately behind the Reference/Information desk. An additional set of NBS publications is interfiled with the other bound journals at the appropriate call number location for each series.

The NBS publications collection is used heavily to answer questions about materials published by the Bureau. The reference staff can assist you in using this collection.

National Standard Reference Data Service (NSRDS). The National Standard Reference Data Service (NSRDS), incorporated into the Library during 1977, consists of data on physical and chemical properties selected by the Office of Standard Reference Data. The material is arranged according to the following classification scheme:

1. General Properties and Materials

Broad coverage of properties and materials

2. Nuclear Properties

Data on fundamental particles, nuclear structure data; nuclear moments; radioactivity; neutron, photon, and charged particle cross sections; interactions of radiation with matter

3. Atomic and Molecular Properties

Atomic energy levels and spectra; molecular structure; collision cross sections; mass spectra; Mossbauer spectra; NMR and ESR; microwave, infrared, Raman, visible, ultra-violet and x-ray spectra of molecules

4. Solid State Properties

Crystallographic data; electric and magnetic properties; semiconductors; superconductors; optical properties; diffusion; mechanical properties

5. Chemical Kinetics

Rate constants for gas, liquid, and solid phase reactions; radiation chemistry

6. Colloid and Surface Properties

Surface tension; adsorption data; catalytic properties

8. Thermodynamic and Transport Properties

Alloys; ceramics; fused salts; electrolytes; thermophysical properties of fluids; physical properties; solubility; thermodynamic tables; thermal conductivity.

The classification system for NSRDS differs from that used in the other NBS collections. To identify this collection the letters NSRDS are printed below the call number on all the catalog cards.

The NSRDS collection is heavily used by the Bureau and by outside researchers. Examples of

the types of questions answered by this collection are:

1. What is the thermal conductivity of palladium?
2. What is the freezing point of tetrachloroethylene?

The reference staff can assist you in using this collection and/or refer you to the appropriate NSRDS staff.

Storage Materials

The lower level of the NBS Library houses materials having low activity. It includes non-current titles and atomic energy reports.

Noncurrent titles include journals that have been discontinued and back volumes of journals that have very long runs. They are arranged by call number. Journals in this collection are cataloged and can be recognized by the plastic overlay printed with the words "Non-current Collection" to indicate location on the main entry card. For a discussion of main entries, see chapter 3.

Selected atomic energy reports are arranged by alphanumeric code. Reports are listed in Government Reports Announcements and Energy Research Abstracts.



Figure 11. Card Catalog
24

3. Access

Access to the NBS collections is provided by the card catalog; an annual volume entitled NBS Serial Holdings; the file of journal issues received by the Library, called the Kardex file; and reference services. Figure 12 highlights means of access to the NBS collections.

Card Catalog

The card catalog provides author, title, and subject access to almost all materials in the Library. Each catalog card indicates the call number and special location information, if any, for Library materials.

The card catalog is divided into two alphabets; one for authors and titles, and one for subjects. The divided catalog reduces the number of entries in any section that one needs to thumb through before locating a specific item.

In some cases, a location designation appears only on the main entry card. A main entry card may be identified as the catalog card which has no additional information typed or printed above the topmost line that is farthest to the left on the card. Each item cataloged has one main entry card; other cards for the same item are added entry cards. For most books, the main entry card will be the author card; for most journals, the title card. Figure 13 illustrates a main entry and added entry cards.

Each item cataloged is assigned a call number. The NBS Library uses the Library of Congress

Fig. 12. Means of Access Highlights

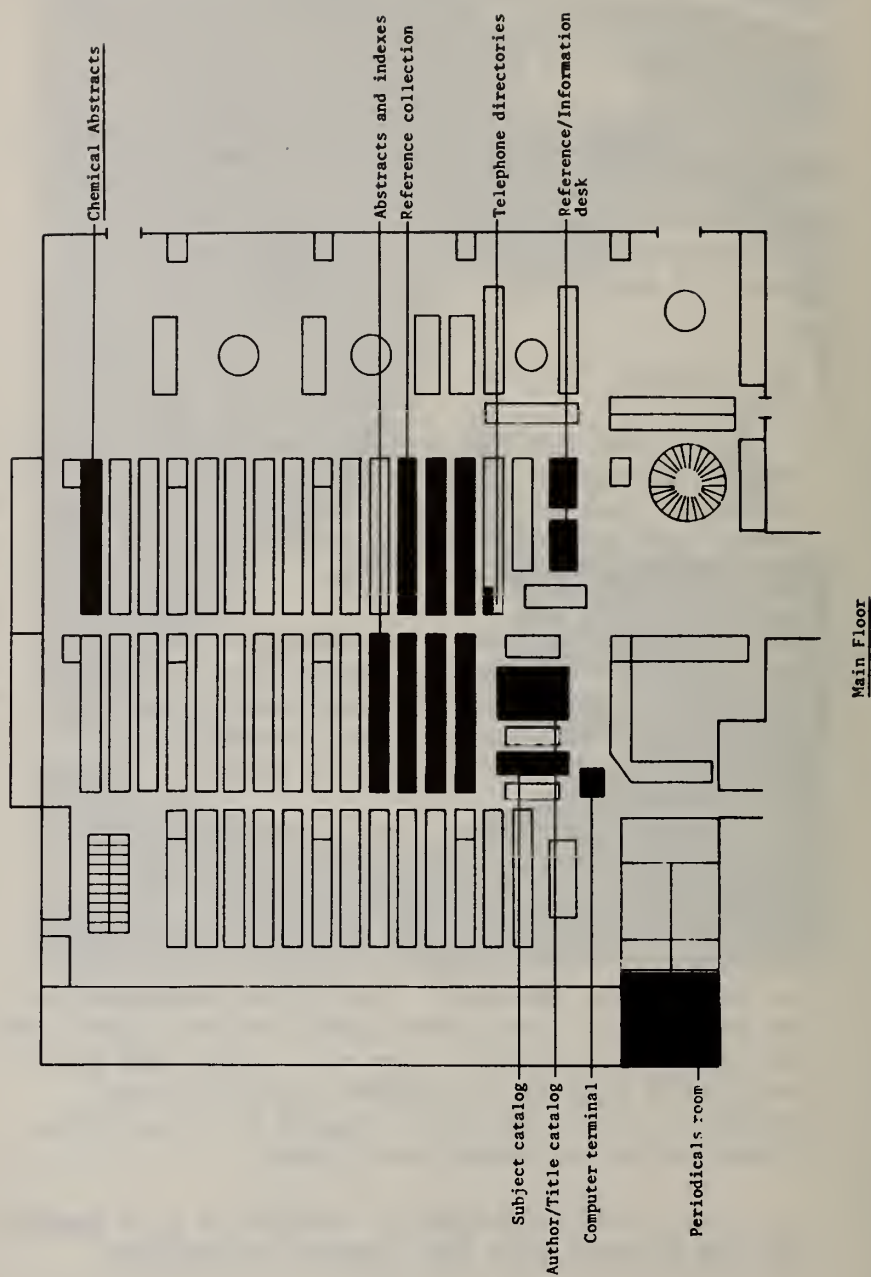


Fig. 13 Main and Added Entry Cards

QA251.38
.S24
1978 Sally, Judith D.
 Numbers of generators of ideals in
 local rings / Judith D. Sally. New
 York : M. Dekker, c1978.
 viii, 93 p. ; 25 cm. (Lecture notes
 in pure and applied mathematics ; v.
 35)
 Bibliography: p. 87-91.
 Includes index.
 781,671

1. Local rings. 2. Ideals (Algebra)
--Generators. I. Title II. Series

DBS 12 JUL 78 3543260 NBSSat 77-19016

Main Entry Card

Fig. 13 (cont.)

LOCAL RINGS.

QA251.38
.S24
1978

Sally, Judith D.
Numbers of generators of ideals in
local rings / Judith D. Sally. New
York : M. Dekker, c1978.
viii, 93 p. ; 25 cm. (Lecture notes
in pure and applied mathematics ; v.
35)
Bibliography: p. 87-91.
Includes index.
781,671

1. Local rings. 2. Ideals (Algebra)
--Generators. I. Title II. Series

DBS 12 JUL 78 3543260 NBSSsc 77-19016

Subject Added Entry Card

IDEALS (ALGEBRA)--GENERATORS.

QA251.38
.S24
1978

Sally, Judith D.
Numbers of generators of ideals in
local rings / Judith D. Sally. New
York : M. Dekker, c1978.
viii, 93 p. ; 25 cm. (Lecture notes
in pure and applied mathematics ; v.
35)
Bibliography: p. 87-91.
Includes index.
781,671

1. Local rings. 2. Ideals (Algebra)
--Generators. I. Title II. Series

DBS 12 JUL 78 3543260 NBSSsc 77-19016

Subject Added Entry Card

Fig. 13 (cont.)

Numbers of generators of ideals in
local rings

QA251.38
.S24
1978

Sally, Judith D.

Numbers of generators of ideals in
local rings / Judith D. Sally. New
York : M. Dekker, c1978.
viii, 93 p. ; 25 cm. (Lecture notes
in pure and applied mathematics ; v.
35)

Bibliography: p. 87-91.
Includes index.
781,671

1. Local rings. 2. Ideals (Algebra)
--Generators. I. Title II. Series

DBS 12 JUL 78 3543260 NBSSat 77-19016

Title Added Entry Card

Lecture notes in pure and applied
mathematics ; v. 35

QA251.38
.S24
1978

Sally, Judith D.

Numbers of generators of ideals in
local rings / Judith D. Sally. New
York : M. Dekker, c1978.
viii, 93 p. ; 25 cm. (Lecture notes
in pure and applied mathematics ; v.
35)

Bibliography: p. 87-91.
Includes index.
781,671

1. Local rings. 2. Ideals (Algebra)
--Generators. I. Title II. Series

DBS 12 JUL 78 3543260 NBSSat 77-19016

Series Added Entry Card

classification scheme. Items beginning with the same letters will be about similar subjects. For example, a call number beginning QD signifies chemistry. See Appendix D for the basic Library of Congress classification scheme. To distinguish one item from another no two call numbers will be exactly alike. The call number is printed in the left-hand margin of the catalog card and on the spine of the Library volume. When a cataloged item is part of a special collection, that information is indicated either on a plastic overlay or beneath the call number.

Journal Access

In the NBS Library it is important to know which issues of a journal or serial are bound and which are unbound because they are shelved in different locations. Bound journals are shelved by call number. Unbound journals are shelved by title and can be in either the unbound journals section, the selected high-interest journals section or in one of the special collections. (See Fig. 8 for locations.)

One key to locating a journal is the card catalog. It indicates the volume and the year that the Library began subscribing. The main entry card may be followed by a holdings card. A holdings card indicates bound issues only; it does not list unbound holdings. In general, journal issues published in the last two years will not be bound.

For a complete run of most serials held by the Library, you will have to look in at least two places, since some will be bound and some unbound. Issues more than two years old are probably shelved with the bound journals. More current issues will be shelved with either the unbound journals or the selected high-interest journals. To aid users in locating unbound

journals, an alphabetical listing appears on the aisle ends of the shelving containing the unbound journals.

NBS Serial Holdings. The Library updates and publishes NBS Serial Holdings annually to provide users with a quick reference to the serials available in the Library. Call numbers are provided for most journals. Occasionally there is a question as to whether a title is actually a serial or a monograph. If the title appears in the NBS Serial Holdings, it will be shelved with the journals.

Copies of the current issue of NBS Serial Holdings are available in the Library, hanging from the shelves in the stack area and at the Circulation desk. In addition, each technical division of the Bureau is provided with a copy.

Kardex File. To determine whether the Library has received a current issue of a particular journal, ask a Library staff member to check the Kardex file, located in the periodicals room. The Kardex file provides an alphabetical listing by title of all journals received by the Library. When a journal is received it is recorded on the Kardex file. The Kardex file indicates where the current issues are filed.

Reference Services

The Library reference staff can introduce you to a variety of aids including the reference collection, abstracts and indexes, and online data bases.

Reference/Information Desk. The focal point for reference services is the Reference/Information desk, staffed with a least one reference librarian from 8:30 a.m. to 5 p.m., Monday through Friday.

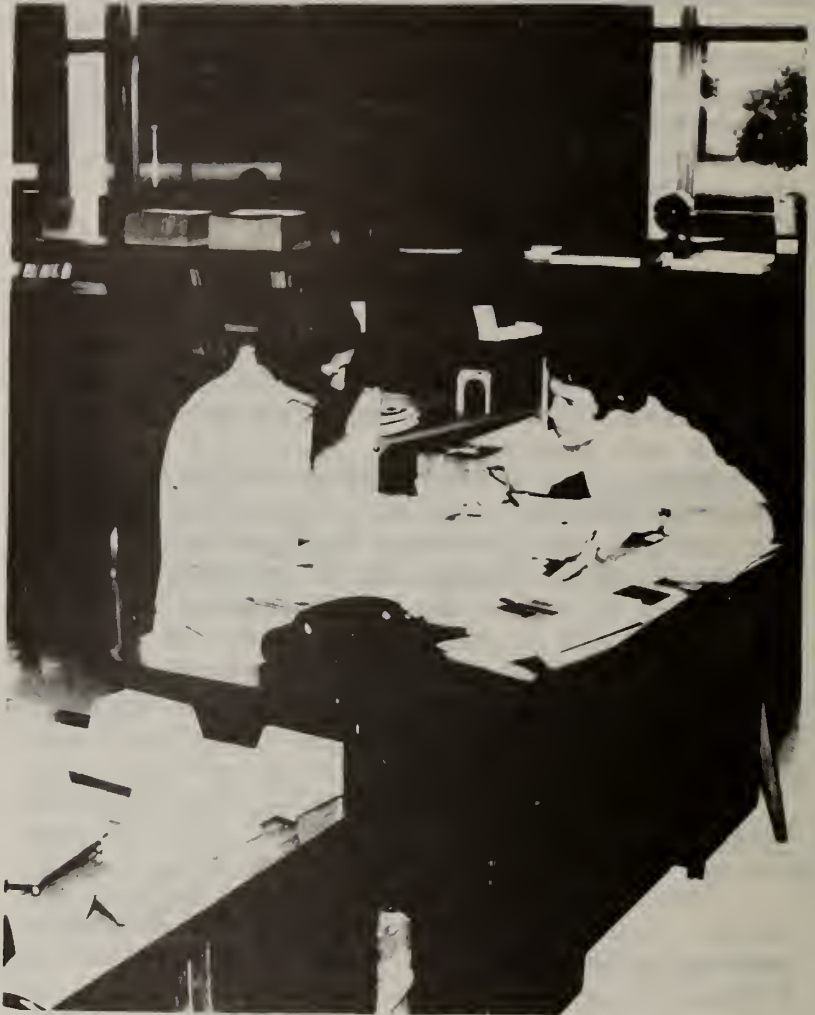


Figure 14. Reference/Information Desk

Reference Collection. The reference collection provides quick access to an enormous amount of information. In addition to reference books, it also includes biographies and foreign language dictionaries. This collection is shelved in one central location for convenience. (See Fig. 12.)

Bibliographic Compilations. The reference staff have the resources to compile bibliographies. Special bibliographic compilations may be arranged through the Chief of Information Services, x3405.

Abstracts and Indexes. Abstracts and indexes provide access to a variety of information in journals, books, dissertations, and conferences. The NBS Library subscribes to a broad range of abstracting and indexing services in the science fields, a number of which are also available online, accessible by computer. A list of major abstracts and indexes in the NBS Library appears in Appendix B.

Online Search Services. The NBS Library subscribes to over 100 online data bases. (For a list of these data bases see Data Bases Available at the National Bureau of Standards Library, compiled by Diane Cunningham.) Inquiries about online searches should be made at the Reference/Information desk. The reference librarian will provide the requester with a form for use in determining the exact nature of the request and will assist the user in scheduling a search. The requester may be present during the search if he or she so desires.

The cost of a search varies with the data base queried, but it averages approximately one dollar per minute of online time. An average search lasts fifteen minutes. The first search conducted for an individual is free, up to one-half hour. Beyond that, searches must be paid for from the requester's project funds. The project number is given when the search is



Figure 15. Online Search

scheduled. When the Library is billed for the search it will, in turn, bill the project.

Examples of recent online searches include:

1. Can you supply me with information on the use of robots in manufacturing and industry?
2. Have any papers been published on microwave or rotational spectra?

Translation Services. The reference staff can provide ready translations of short letters, announcements and bills. For longer and/or more detailed materials the reference staff can advise you on where to obtain translations. Should a translation of a particular article be needed, the reference staff will check to see if one already exists and if it is available. If no translation is available, they will either arrange to have one done or refer you to a private service. The cost of translation services is borne by the requester.



Figure 16. Circulation Desk

4. Use

The NBS Library is designed for full-scale use by Bureau staff. Reading areas are scattered throughout the main and mezzanine floors. Carrels are located to the rear of the main floor. Study rooms may be requested for an initial two-week time period, with renewals if necessary. The Reference/Information desk coordinates the use of these rooms on a first-come, first-served basis. Call x3451 to reserve a room.

Circulation Services

The circulation staff can assist you in charging out Library materials, requesting renewals, searching for materials not on the shelf, and in operating the copiers, the microform readers and reader-printers. Figure 17 highlights circulation services.

Borrowing Materials. Most Library materials may be borrowed. Take materials you wish to borrow to the Circulation desk. Figure 18 lists what materials may be borrowed and for what length of time. It is necessary to fill out a charge slip for each item borrowed. Figure 19 demonstrates how to fill out a charge slip for a book, an unbound journal, and a bound journal, respectively. Should you have any questions, the circulation staff will be happy to help you.

When the Library is not staffed, two charts similar to Figures 18 and 19 are placed on the counter of the Circulation desk to assist borrowers.

Fig. 17. Circulation Services Highlights

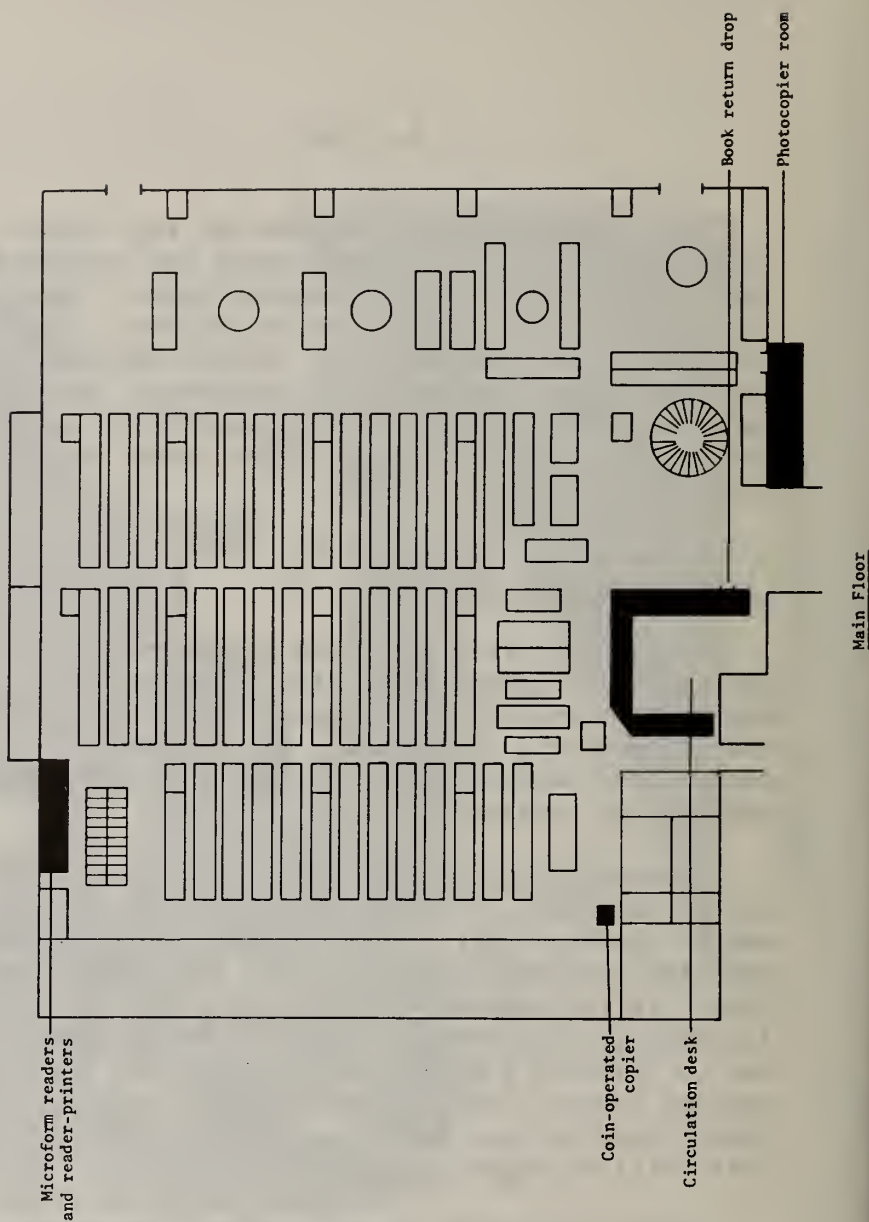


Fig. 18 Chart on Loan Periods

To determine the loan period, use this chart.

Note: Some materials may be in more than one of the broad categories. First look in category 1; if it is not found there, look in 2; then in 3. Assign the due date based on the loan period for the first place you find it. If none apply, ask the circulation librarian.

1. Location Label

<u>Label</u>	<u>Loan Period</u>
Building Technology collection	See 2. Type of Material
Energy collection	" " " "
Intergovernmental Affairs collection	" " " "
Reference or Ref.	Do Not Circulate
NBS Publications or Reference NBS	Do Not Circulate
NSRDS	" " "
Biography or Biog. Coll.	" " "
Foreign Lang. Dict.	" " "

2. Type of Material

<u>Type</u>	<u>Loan Period</u>
Latest issue received of journal	Overnight
New books	"
Books	1 Month
Journals, except for latest issue	1 Week
Legal Serials	Do Not Circulate
Loose-Leaf Services	" " "

3. Call Number Label--Color Stripe

<u>Color</u>	<u>Loan Period</u>
Blue (Books)	1 Month
No Color Stripe and No Other Label (Journals)	1 Week
Brown (Non-current journals)	"
Red (Abstracts and Indexes)	Do Not Circulate
Green and Yellow (Reference)	" " "
Green and Yellow with Red Dot (Ready Reference)	" " "
Black (Historical collection)	" " "
Green (NBS Publications)	" " "

Fig. 19 Charge Slips

Fill out charge slips for Books, Bound Journals and Unbound Journals as indicated below. Please print your name and include your telephone extension, building number, room, and division or section.

Accession number for books is on title page; for bound journals it is above the call number.

CALL NO. 2699. L355		ACCESSION NO. 166427	DATE DUE 6/1/78
AUTHOR LANcaster		NAME (PLEASE PRINT) W. J. Rice	
TITLE Vocabulary Control for Information Retrieval		EXT. 3450	DIV/SEC 154.00
		BLDG. 101	ROOM A-124
		LEAVE BLANK	
		VOL. MONTH YEAR 1972	
NBS-23 (Rev. 2-76)		LIBRARY LOAN RECORD	
		U. S. DEPARTMENT OF COMMERCE National Bureau of Standards	

Book

Fig. 19 (cont.)

CALL NO. <i>TR 1. P6</i>			ACCESSION NO. <i>166782</i>	DATE DUE <i>7/15/78</i>
AUTHOR <i>—</i>			NAME (PLEASE PRINT) <i>Jean Rosenak</i>	
TITLE <i>Popular Photography</i>			EXT. <i>3450</i>	DIV/SEC <i>154.00</i>
			BLDG. <i>101</i>	ROOM <i>A-124</i>
			LEAVE BLANK	
VOL. <i>52</i>	MONTH <i>May</i>	YEAR <i>1955</i>		
NBS-23 (Rev. 2-76)			LIBRARY LOAN RECORD	
			U. S. DEPARTMENT OF COMMERCE National Bureau of Standards	

Bound Journal

CALL NO. <i>unbound</i>			ACCESSION NO. <i>—</i>	DATE DUE <i>7/15/78</i>
AUTHOR <i>—</i>			NAME (PLEASE PRINT) <i>W. J. Rice</i>	
TITLE <i>Combustion and Flame</i>			EXT. <i>3450</i>	DIV/SEC <i>154.00</i>
			BLDG. <i>101</i>	ROOM <i>A-123</i>
			LEAVE BLANK	
VOL. <i>29 #1</i>	MONTH <i>Jan</i>	YEAR <i>1977</i>		
NBS-23 (Rev. 2-76)			LIBRARY LOAN RECORD	
			U. S. DEPARTMENT OF COMMERCE National Bureau of Standards	

Unbound Journal

Fig. 20 Book Request Form

NBS CALL NO.		TODAY'S DATE		NOT NEEDED AFTER	ROOM AND BUILDING	EXT.
Please Type or Print Complete Citation. To Borrow on Interlibrary Loan, CHECK <input type="checkbox"/>						
AUTHOR (Book)					REQUESTED BY (Name)	DIV.
TITLE (Book or Journal)						
Author and title of article:						
VOL.	NO.	MONTH	YEAR	PAGES		
BBF NUC NST ULS	CA NSA ERA OCLC		ACCESSION NO.			

REQUESTER COPY
NOTICE

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COPYRIGHT RESTRICTIONS

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Materials returned to the Library should be placed in the book return chute located in the Circulation desk.

Book Request Form. If you are unable to locate a particular Library book on the shelves, fill out a Book Request form, located at the Circulation desk. (See Fig. 20 for a sample form.) Check the interlibrary loan box and submit the white and blue copies to the circulation attendant. Save the yellow copy for your own records in the event a question arises over the location of the requested material. If the material has been charged out to another NBS user, the circulation attendant will recall it to the Library and you will be notified when the material is available. If it is unavailable at the Library, the interlibrary loan staff will borrow it from another library.

Interlibrary Loans

The NBS Library can borrow material from other libraries on an interlibrary loan. To process an interlibrary loan, the Library staff must have the proper information about the material you need. The proper citation for a book includes the exact author and title. For a journal article, it is necessary to provide the exact author(s), title of the article, title of the journal, volume, number, month, and year of the issue, and finally, inclusive pagination. If abbreviations are used in journal titles, give them as cited; don't interpret. The citation information can be written on a Book Request form or copied from the source and stapled to the form. It is useful to know the source for the staff checking the information and interpreting abbreviations. A Book Request form with the interlibrary loan box checked must accompany each request.

Unless the request is of an urgent nature, users should allow at least two weeks to obtain materials on interlibrary loan.

Acquisitions

The Library is constantly adding to its collections. Library personnel and subject specialists, appointed by their Division Chiefs, select materials that meet the current needs of the Bureau's staff. The Subject Specialists Program is invaluable because its members convey to the Library the special needs and interests of each Division of the Bureau.

Books that are on order are so indicated in the card catalog by an orange overlay on the main entry slip. You may ask to be notified when an on-order book is received.

New Books and Journals. New books and journals are displayed in a special location on the main floor (see Fig. 3).

New books are put on display each Thursday afternoon by 3 p.m. They remain on display until the following Thursday morning. New books may be borrowed overnight, beginning at 4 p.m. from Monday through Thursday and at 1 p.m. on Friday. They must be returned on the morning of the following work day.

New journals or journals that the Library is receiving for the first time are displayed for one year. Attached to each journal is an opinion sheet for rating the usefulness of the journal. Users are requested to indicate their opinion of the journal to help the Library determine if the subscription should be maintained.

In addition to the display, new acquisitions are listed in Library '[date]': A Bulletin of NBS Library Notes & Acquisitions, which is issued monthly.

* * * *

The NBS Library exists to serve your needs. Come take advantage of the resources and services it offers.



Figure 21. Patron Using One of the Library's Carrels

THE
JOURNAL
OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE
OF GREAT BRITAIN AND IRELAND
VOLUME 10
PART 1
1880



Appendix A

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Library Personnel

Chief:

Patricia W. Berger

Administrative Personnel:

Thelma L. Mullenix, Administrative Assistant, x3405

Jane Donovan, Administrative Aide, x3405

Resources Development and Maintenance Program

Librarians:

Marvin A. Bond, Chief, x3405

Claire Tozier, Cataloger, x3401

Jane C. Tucker, Systems Librarian & Periodicals,

x3404 :

Sandra Weiss, Acquisitions Librarian, x3404

Technicians:

Karma A. Beal, x3401
Joanne Christenson, x3401
Mary Lynn Kingston, x3401
William Rice, x3450
Linda Roberts, 3404
Jean Rosenak, x3450
Linda Wheeler, x3450

Information Services Program

Librarians:

(Vacant Position) Chief, x3405
Maggie Cason, Interlibrary Loan Librarian, Bibliog.
and Ref., x3451
Elsie Cerutti, Building Technology Collection
Librarian, Bibliog. and Ref., x3451
Dianne Cunningham, Legal Librarian, Bibliog. and
Ref., x3451
(Vacant Position) Energy Collection Librarian, Bibliog.
and Ref., x3451
Marietta Nelson, Historical Collection Librarian,
Bibliog. and Ref., x3451

Technicians:

Mary Ellen Roger, x3410
Nadine White, x3410

Appendix B

Major Abstracts and Indexes at the NBS Library

The abstracting and indexing publications listed below were selected for their general interest. For others owned by NBS, consult the publication NBS Serial Holdings or inquire at the Reference/Information desk.

<u>Call No.</u>	<u>Title (Society)/Beginning Date & Vol.</u>
HA195 .A52	American Statistics Index: Indexes/ Abstracts 1974- Searchable by computer
QD71 .A49	Analytical Abstracts (Chemical Society, London) v.1, 1954-
TA1 .A63953	Applied Mechanics Reviews (American Society of Mechanical Engineers) v.1, 1948-
Z7913 .I7	Applied Science and Technology Index Formerly: The Industrial Arts Index v.1, 1913-
Q4 .A9	Australia C.S.I.R.O. Abstracts (Commonwealth Scientific and Industrial Research Organization) Formerly: C.S.I.R.O. Science Index v.1, 1952-v.22, 1974 Superseded by: CSIRO Index
Z1035 .A1B6	Book Review Index v.8, 1972-

<u>Call No.</u>	<u>Title (Society)/Beginning Date & Vol.</u>
T1 .B7	British Technology Index (Library Association) v.3, 1964-
HF5001 .B8	Business Periodicals Index v.1, 1958-
KF49 .C621	Congressional Information Service/Index 1970- Searchable by computer
KF49 .C62	Congressional Information Service/Annual 1970-
Q179.9 .A9	CSIRO Index Formerly: Australia C.S.I.R.O. Abstracts v.1, 1975-
TP785 .A64	Ceramic Abstracts (American Ceramic Society) v.1, 1922-
QD1 .A51	Chemical Abstracts v.1, 1907- Searchable by computer
QD1 .A5124	Chemical Abstracts Reviews Index v.86, 1977-
QD1 .A515	Chemical Titles (American Chemical Society) 1973-
QA76 .C549	Computer Abstracts v.4, 1960-
TJ212 .C61	Computer and Control Abstracts (Institution of Electrical Engineers) v.1, 1966- Searchable by computer <u>See also Science Abstracts</u>

<u>Call No.</u>	<u>Title (Society)/Beginning Date & Vol.</u>
QA76 .C6	Computing Reviews (Association for Computing Machinery) v.2, 1961-
TA439 .C56	Concrete Abstracts (American Concrete Institute) v.3, 1974-
TS156.25 .C56	Consumers Index to Product Evaluations and Information Sources v.4, 1976-
TA462 .C652	Corrosion Abstracts (National Association of Corrosion Engineers) v.1, 1962-
TA462 .C654	Corrosion Control Abstracts 1969-1976
QC1 .C786	Current Physics Index (American Institute of Physics) v.1, 1975-
Z5055 .U5A53	Dissertations Abstracts International A: Humanities B: The Sciences v. 2 (2), 1940- Searchable by computer
Q1 .S3	Electrical and Electronics Abstracts (Institution of Electrical Engineers) v.6, 1903- Searchable by computer <u>See also</u> Science Abstracts
Z5851 .E62	Engineering Index Monthly Formerly: Engineering Index v.1, 1884- Searchable by computer

<u>Call No.</u>	<u>Title (Society)/Beginning Date & Vol.</u>
HM206.8 .E5	Environment Abstracts v.4, 1974- Searchable by computer
HC110 .E5E55	Environment Reporter v.1, 1970-
TA166 .E7132	Ergonomics Abstracts v.6, 1974-
Z1223 .Z7F4	The Federal Index v.1, 1977- Searchable by computer
TH9111 .F77	Fire Research Abstracts and Reviews v.10, 1968-v.17, 1975
QD1 .A1G3	Gas Chromatography Literature Abstracts and Index v.2, 1969-
Z7916 .B47	Government Reports Announcement and Index v.1, 1946- Searchable by computer
HD7293 .A45	Housing and Planning References (U.S. Department of Housing and Urban Development, Washington, D.C., Library) no. 30, 1970-
TN1 .I61	IMM Abstracts (Institution of Mining and Metallurgy) v. 16, 1966-
R100 .I4222	Index Medicus v.17, 1976- Searchable by computer
Z7401 .I5	Index to Scientific Reviews v.1, 1975-

<u>Call No.</u>	<u>Title (Society)/Beginning Date & Vol.</u>
Z699 .A1I5	Information Science Abstracts v.1, 1966-
QC770 .I2	Inis Atomindex: An International Ab- stracting Service (International Atomic Energy Agency, Vienna) Inis = International Nuclear Information System v.6, 1975-
TA165 .I593	Instrumentation Index (Instrument Society of America) (22) 1974-(26) 1975
TN860 .I53	International Petroleum Abstracts v.1, 1973-
TK7871.3 .J65	Journal of Current Laser Abstracts v.1, 1964-
Z671 .L617	Library and Information Science Abstracts 1969- Searchable by computer
Z666 .S211	Library Literature 1921-
QA1 .M76	Mathematical Reviews (American Mathematical Society) v.1, 1940-
TN1 .I58	Metallurgical Abstracts (Institute of Metals) Merged with Review of Metal Literature to form Metals Abstracts v.1, 1934- Ser. 3, v. 2, 1967
TN1 .M5153	Metals Abstracts v.1, 1968- Searchable by computer

<u>Call No.</u>	<u>Title (Society)/Beginning Date & Vol.</u>
QC100.5 .U5	Metrology Data Bank Index (United States Government-Industry Data Exchange Program) v.1, 1976- Searchable by computer
QC770 .U64	Nuclear Science Abstracts (U.S. Atomic Energy Commission, Oak Ridge, Tenn.) v.1, 1948-v.33, 1976 Searchable by computer
GC1 .02	Oceanic Abstracts Formerly: Oceanic Index v.11, 1974- Searchable by computer
HD20 .06	Operations Research/Management Science v.9, 1969-
Z7163 .P9	P.A.I.S. Bulletin P.A.I.S. = Public Affairs Information Service v.55, 1969- Searchable by computer
Z7163 .P9	Cumulative Subject Index to the P.A.I.S. Annual Bulletins 1915-1974
Q1 .S3	Physics Abstracts (Institution of Electrical Engineers) v.6, 1903- Searchable by computer <u>See also</u> Science Abstracts
QC1 .P68	Physikalische Berichte v.1, 1920-
TD172 .P65	Pollution Abstracts v.1, 1970- Searchable by computer

<u>Call No.</u>	<u>Title (Society)/Beginning Date & Vol.</u>
BF1 .P6	Psychological Abstracts (American Psychological Association) v.23, 1949-
AI3 .R4	Readers Guide to Periodical Literature v.29, 1970-
QC189 .R53	Rheology Abstracts v.1, 1958-
T55 .A1S3	Safety Science Abstracts v.1, 1973-
Q1 .S3	Science Abstracts (Institution for Electrical Engineers) v.1, 1898- Section A: Physics Abstracts, v.6, 1903- Section B: Electrical and Electronics Abstracts, v.6, 1903- Section C: Computer and Control Abstracts, v.1, 1966- Searchable by computer
Z7401 .S365	Science Citation Index 1961- Searchable by computer
TL787 .U51	Scientific and Technical Aerospace Reports v.1, 1963-
TK7800 .S42	Solid State Abstracts Journal Formerly: Solid State Abstracts v.1, 1957-
Z7913 .T36	Technical Book Review Index (Special Libraries Association) v.37, 1971-
TD201 .G7	Water Pollution Abstracts (Great Britain. Water Pollution Research Board) v.3, 1930-v.46, 1973

Appendix C

Major Data Bases Available at the NBS Library

The data bases listed below were selected for their general interest. For others accessible by NBS, consult the publication Data Bases Available at the National Bureau of Standards Library, compiled by Diane Cunningham or inquire at the Reference/Information desk.

<u>Data Base/ Date of Coverage</u>	<u>Description</u>
ABI/INFORM 1971-	Business Management and Administration
AGRICOLA - AGRICULTURAL ON-LINE ACCESS 1970-	Agricultural Literature, Worldwide
APILIT 1964-	Petroleum Refining Industry
APTIC - AIR POLLUTION TECHNICAL INFORMATION CENTER 1966-	Air Pollution, It's Prevention and Control
ASI - AMERICAN STATISTICS INDEX 1973-	Government Statistics
BIOSIS PREVIEWS 1969-	Life Sciences
CA PATENT CONCORDANCE 1972-	Chemical Patents

<u>Data Base/ Date of Coverage</u>	<u>Description</u>
CANCERLIT - CANCER LITERATURE 1963-	Cancer
CDI - COMPREHENSIVE DISSERTATION INDEX 1861-	All Subjects
CHEMICAL ABSTRACTS 1970-	Chemistry and Chemical Engineering
CHEMLINE - CHEMICAL DICTIONARY ON-LINE Current	Chemical Names, Formulas, Synonyms, Registry Numbers
CHEMNAME - CA CHEMICAL NAME DICTIONARY Current	Chemical Names, Formulas, Synonyms, Registry Numbers
CIN - CHEMICAL INDUSTRY NOTES 1974-	Business Oriented Chemical Literature
CIS INDEX - CONGRESSIONAL INFORMATION SERVICE 1970-	U.S. Legislation and Government Operations
CLAIMS/CHEM 1950-	Chemical Patents
CLAIMS/GEM 1975-	General, Mechanical, Electrical Patents
COMPENDEX - ENGINEERING INDEX 1970-	Engineering
CRECORD - CONGRESSIONAL RECORD ABSTRACTS 1976-	Legislative Information

<u>Data Base/ Date of Coverage</u>	<u>Description</u>
CRIS- CURRENT RESEARCH INFORMATION SYSTEM 1974-	Agriculture
EDB - DOE ENERGY DATA BASE 1974-	Energy
EIS PLANTS Current	Mining and Manufacturing Locations
ENERGYLINE 1971-	Energy and the Environment
ENVIROLINE - ENVIRONMEN- TAL SCIENCES INDEX 1971-	Environment
ERD - RIP - ENERGY R&D PROJECTS 1973- (RIP: 1975-)	Energy - Related Research
ERIC - EDUCATIONAL RE- SOURCE INFORMATION CENTER 1966-	Education, Social Sciences
FEDERAL INDEX 1976-	Federal Government Activities
FEDERAL INDEX WEEKLY Current month only	Federal Government Activities
FEDREG 1977-	Federal Government Activities
FROST AND SULLIVAN DEFENSE MARKET MEASURES SYSTEM 1975-	Department of Defense Contract Awards

<u>Data Base/ Date of Coverage</u>	<u>Description</u>
FSTA - FOOD SCIENCE AND TECHNOLOGY ABSTRACTS 1969-	Food Processing
GAP - GENERAL AND PRACTICAL INFORMATION Current	Consumer Information on Energy
GEOARCHIVE 1969-	Geosciences
GEOREF - GEOLOGICAL REFERENCE FILE 1967-	Geosciences
GIDEP - GOVERNMENT-INDUS- TRY DATA EXCHANGE PRO- GRAM 1970-	Systems and Equipment Design
GRANTS 1977-	Grants, Government and Non-Government
THE INFORMATION BANK (New York Times) 1969-	All Subjects
INSPEC 1969-	Physics, Electrotechnology Computer and Control En- gineering
IPA - INTERNATIONAL PHAR- MACEUTICAL ABSTRACTS 1970-	Drugs and Pharmaceutical Practices
ISMEC - INFORMATION SER- VICE IN MECHANICAL ENGI- NEERING 1973-	Mechanical Engineering and Engineering Manage- ment

<u>Data Base/ Date of Coverage</u>	<u>Description</u>
LISA - LIBRARY AND INFORMATION SCIENCE ABSTRACTS 1969-	Library and Information Science
MAGAZINE INDEX 1977-	Current Affairs
MANAGEMENT CONTENTS 1974-	Business
MEDLINE - MEDLARS - ON-LINE 1966-	Biomedical Sciences
METADEX - METALS AB- STRACTS/ALLOYS INDEX 1966-	Metallurgy
METEOROLOGICAL AND GEO- ASTROPHYSICAL ABSTRACTS 1972-	Meteorology and Geoastro- physics
MRIS ABSTRACTS - MARI- TIME RESEARCH INFORMATION SERVICE 1970-	Maritime Research
NSA - NUCLEAR SCIENCE ABSTRACTS 1967-	Nuclear Science and Technology
NTIS BIBLIOGRAPHIC DATA FILE 1964-	Government Research and Development
OCEANIC ABSTRACTS 1964-	Marine Literature
PAIS - PUBLIC AFFAIRS INFORMATION SERVICE 1976-	Business, Economics, and Public Affairs
PAPERCHEM 1969-	Paper Chemistry

<u>Data Base/ Date of Coverage</u>	<u>Description</u>
PATENTS 1963-	Patents and Patent Specification
P/E NEWS - PETROLEUM/EN- ERGY BUSINESS NEWS INDEX 1975-	Petroleum and Energy
PNI - PHARMACEUTICAL NEWS INDEX 1974-	Pharmaceuticals
POLLUTION ABSTRACTS 1970-	Pollution
PREDICASTS DOMESTIC STATISTICS 1971-	Industry and Product Statistics
PREDICASTS F&S INDEXES (FUNK & SCOTT) 1972-	Industrial Information
PREDICASTS INTERNATIONAL STATISTICS 1972-	Industry and Product Statistics
PREDICASTS MARKET AB- STRACTS 1972-	Industries, Products, and Services
PREDICASTS WEEKLY Current	Industrial Information
PSYCHOLOGICAL ABSTRACTS 1967-	Behavioral Sciences
RTECS - REGISTRY OF TOXIC EFFECTS OF CHEMICAL SUBSTANCES Current	Chemical Toxicity

<u>Data Base/ Date of Coverage</u>	<u>Description</u>
SAE ABSTRACTS - SOCIETY OF AUTOMOTIVE ENGINEERS 1974-	Self-Propelled Vehicles
SCISEARCH - SCIENCE CI- TATION INDEX 1974-	Physical, Biological, and Biomedical Sciences
SOCIAL SCISEARCH 1972-	Social Sciences and Humanities
SOCIOLOGICAL ABSTRACTS 1963-	Sociology
SPIN - SEARCHABLE PHYSICS INFORMATION NOTICES 1975-	Physics and Astronomy
SSIE - SMITHSONIAN SCIENCE EXCHANGE 1975-	Science Research Projects
TECHNOTECH - TECHNOLOGY EXCHANGE SERVICE 1975-	Technology Utilization
TITUS - TEXTILE INFORMA- TION TREATMENT USERS' SERVICE 1970-	Textiles
TOXLINE - TOXICOLOGY INFORMATION ON-LINE 1965-	Toxicology and Pharmacology
TSCA - TOXIC SUBSTANCES CANDIDATE LIST Current	Toxic Substances
WORLD ALUMINUM ABSTRACTS 1968-	Aluminum

<u>Data Base/ Date of Coverage</u>	<u>Description</u>
WRA - WATER RESOURCES ABSTRACTS 1968-	Water Resources
WTA - WORLD TEXTILE ABSTRACTS 1970-	Textiles

Appendix D

Major Library of Congress Classification Scheme Categories Used in the NBS Library

BF	Psychology
H	Social Science
NA	Architecture
Q	General Science
QA	Mathematics
QB	Astronomy
QC	Physics
QD	Chemistry
QE	Geology
QH	Natural History
QP	Physiology
R	Medicine
S	Agriculture
T	Technology
TA	General Engineering
TC	Hydraulic Engineering
TD	Sanitary and Municipal Engineering
TE	Highway Engineering
TF	Railroad Engineering
TG	Bridge Engineering
TH	Building Construction
TJ	Mechanical Engineering
TK	Electrical and Nuclear Engineering
TL	Motor Vehicles. Aeronautics. Astronautics
TN	Mining Engineering. Mineral Industries. Metallurgy
TP	Chemical Technology
TR	Photography
TS	Manufactures
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4. TITLE AND SUBTITLE NBS Library Handbook for NBS Staff									
7. AUTHOR(S) Nancy H. Knight									
9. PERFORMING ORGANIZATION NAME AND ADDRESS NATIONAL BUREAU OF STANDARDS DEPARTMENT OF COMMERCE WASHINGTON, D.C. 20234									
12. Sponsoring Organization Name and Complete Address (Street, City, State, ZIP) same as Item 9									
15. SUPPLEMENTARY NOTES									
16. ABSTRACT (A 200-word or less factual summary of most significant information. If document includes a significant bibliography or literature survey, mention it here.) <i>Library publication</i> Describes NBS Library services, policies, resources, and lists personnel.									
17. KEY WORDS (six to twelve entries; alphabetical order; capitalize only the first letter of the first key word unless a proper name; separated by semicolons) Library policy; Library procedures; Library services.									
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13. Type of Report & Period Covered		14. Sponsoring Agency Code							

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